

Description

This course covers running automating common tasks, applying advanced analysis techniques to complex data sets, This course is for students desiring to gain the skills necessary to create macros, create PivotTables and PivotCharts, incorporate multiple data sources, and import and export data. In addition, the course is also for students desiring to prepare for the Microsoft Office Specialist exam in Excel 2003

Prerequisites

To ensure the successful completion of this course, we recommend completion of the following courses, or equivalent knowledge:

- ✓ Excel 2003: Basic
- ✓ Excel 2003: Intermediate

Outline

Unit 1: Working with advanced formulas

- Topic A: Using names
- Topic B: Using decision-making functions
- Topic C: Creating nested functions
- Topic D: Using financial functions

Unit 2: Lookups and data tables

- Topic A: Working with lookup functions
- Topic B: Using MATCH and INDEX
- Topic C: Creating data tables

Unit 3: Advanced list management

- Topic A: Creating subtotals
- Topic B: Validating cell entries
- Topic C: Exploring database functions
- Topic D: Working with data forms

Unit 4: Working with PivotTables and PivotCharts

- Topic A: Working with PivotTables
- Topic B: Rearranging PivotTables
- Topic C: Formatting PivotTables
- Topic D: Working with PivotCharts

Unit 5: Exporting and importing

- Topic A: Exporting and importing text files
- Topic B: Exporting and importing XML data
- Topic C: Querying external databases

Unit 6: Using analytical options

- Topic A: Working with Goal Seek and Solver
- Topic B: Working with the Analysis ToolPak
- Topic C: Working with scenarios
- Topic D: Working with views

Unit 7: Working with macros

- Topic A: Running and recording a macro
- Topic B: Working with VBA code
- Topic C: Function procedures

Unit 8: Interactive Web pages

- Topic A: Creating interactive Web spreadsheets
- Topic B: Publishing PivotTables on the Web

Unit 9: Using SharePoint services

- Topic A: Document Workspaces

Appendix A: Smart documents

- Topic A: Discussing smart documents

Appendix B: Microsoft Office Specialist exam objectives maps

- Topic A: Specialist exam objectives
- Topic B: Expert exam objectives